eVA <u>REGISTRATION GUIDELINES</u>

The Commonwealth of Virginia welcomes your interest in supplying goods and services to its state agencies and institutions. Each year, the Commonwealth purchases five billion dollars worth of materials, equipment, supplies, professional and non-professional services.

To increase access to Commonwealth business, a central web-based system is available around the clock. The system, called eVA, is an electronic procurement system featuring a central supplier registration component. The eVA system is provided in partnership between the Commonwealth and American Management Systems.

eVA is to be Used by ALL Statewide Agency Buyers for:

- Ordering products in the eVA e-mall for contract and non-contract orders, contract, non-contract catalogs and non-catalog orders
- Push technology (email notification) of notices on the online Virginia Business Opportunities to Premium suppliers
- Developing a Bidder's List for solicitations
- Identifying suppliers for Quick Quote (online sourcing and quotes) bidding opportunities

eVA is also used by Local Government to purchase products in the emall and quick quote. All suppliers are required to register with eVA before a state buyer can make an award. Prior to registering it is recommended that you review the <u>eVA Registration Guidelines</u> at: <u>http://eVAregisHelp.dgs.state.va..us</u> so that you have a clear understanding of what is needed to complete your registration accounts.
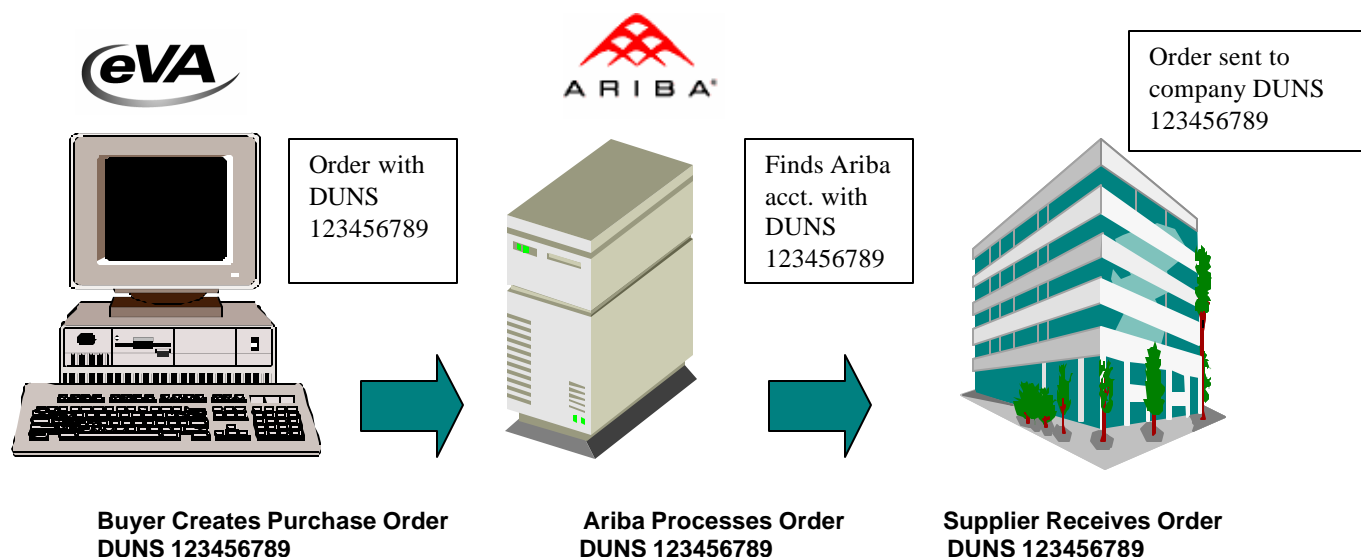
The DUNS Number is Required for:

- A separate DUNS number is required for each business location that receives orders
- A DUNS number is assigned to a business location to identify where orders are to be sent.
- A DUNS number is required if you desire to have a Catalog of your products and/or services in the eVA emall
- A DUNS number is required to receive any electronic orders.

Dun & Bradstreet is an e-Commerce Alliance. They can be reached at 1-888-814-1435. A DUNS number can be provided over the telephone at no charge.

Understanding the eVA and Ariba Connection

There are two accounts needed in the registration process for your company to participate in ordering through the eVA system. The two systems that process the electronic order they are: eVA <u>and</u> Ariba (Ariba is set up by the Commonwealth's

Division of Purchases and Supply, then a user ID and password are faxed to you). To electronically connect your two registration accounts, the common connection between these two accounts is the DUNS number. You must have a DUNS number, as illustrated below…

Order sent to
company DUNS
123456789

Order with
DUNS
123456789

Finds Ariba
acct. with
DUNS
123456789

Buyer Creates Purchase Order
DUNS 123456789

Ariba Processes Order
DUNS 123456789

Supplier Receives Order
DUNS 123456789

How Much Does it Cost to Register with eVA?

. There is an *annual* registration fee for the basic or premium service level of $25 or $200. *There is also a 1% transaction fee per order (capped at $500) which has been waived for this fiscal year (July, 1, 2002 until June 30, 2003),* in an effort to support suppliers by giving them time to adapt to the new business model.

Each company will receive an annual bill from American Management Systems (AMS) for the registration fee. AMS will also send the monthly invoice for the 1% July 1, 2003, when the 1% goes into effect. The Supplier has public access to solicitations, awards and other procurement notices online at the Virginia Business Opportunities (VBO) located on the eVA website.

| Basic Services Available Annual fee of $25	Premium Services available Annual fee of $200
• Supplier visibility to Commonwealth buyers	• All Basic Service Services plus:
• Access commodity history associated with specific solicitations	• Solicitation notification by e-mail or FAX
• On-line supplier registration updates	• Ability to research historical procurement data
• Electronic submission of bids and proposals	
• Electronic order receipt (including e-mail or FAX)	
• Supplier catalog posting, (multiple if desired)	

System Requirements

To participate in eVA, you need:

Internet access with a browser of Microsoft Internet Explorer version of 4.0 to 5.5 or Netscape with a version # 4.08 or higher *Note-The 6.0 version currently is not supported unless you make the following changes to your browser:*
1. Tools Internet Options
2. Click on Privacy tab
3. Click on Advanced button
4. Check Override automatic handling of cookies. This will enable more options. 5. Check accept for the following: Session cookies, 1st party cookies, 3rd party cookies

 1. If a supplier does not currently have a personal computer, local public libraries have personal computers available for use.
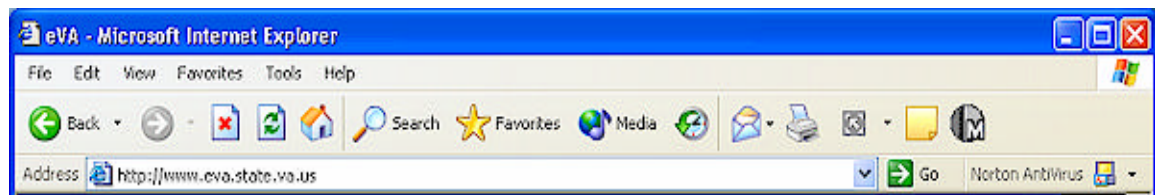

 2. **Spreadsheet software** such as Microsoft Excel or Lotus (optional-used for catalog creation). Adobe Acrobat Reader (downloadable at no charge)

 3. **A valid email address** If you do not have an ISP (Internet Service Provider), various companies offer free email address services. Perform an Internet search on the keywords: "free email". For assistance call 866-289-7367

Setting up Your eVA Registration

Before beginning the registration process, gather the following documents. These requirements to register with eVA must be included in the application for buyers to know where you do business and what your commodities are.

Business Requirements	eVA Requirements
Identify a Headquarter Location	Yes
DUNS Number	Yes
Tax Identification Number	Yes
Phone	Yes
FAX	Yes
E-mail	Yes
Service Area (where your company will do business)	Yes
Commodity (products and services)	Yes
SWAM (small, women or minority owned)	Yes
Point of Contact	Yes
Ordering Address.	Yes
Billing Address.	Yes
Solicitation Address	Yes

Setup your eVA registration but first preview and use the "**eVA Registration Guidelines**". http://eVAregisHelp.dgs.state.va.us   This is the only way buyers can see your company and the products or services (commodities) you sell in the emall.

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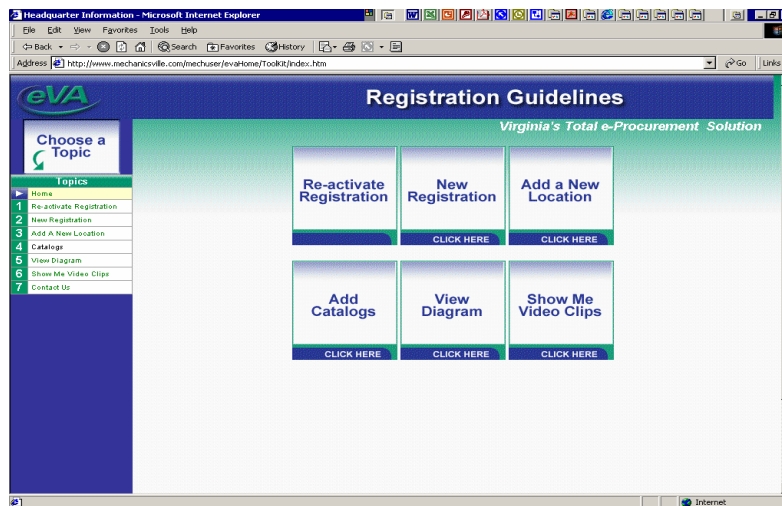
Ariba

The Ariba account is necessary to receive electronic orders by email notification, FAX, EDI or CXML and also used if you choose to load an electronic catalog. The Ariba registration requires a DUNS number, *the same DUNS number used in your eVA account*. **Both numbers must match or orders will fail**. The Ariba account will be created for you once the eVA registration has been completed . The supplier will be sent an email with an Ariba ID and password.

The Trading Partner Agreement

A Trading Partner Agreement (TPA) is an agreement between your company and American Management Systems for electronic catalogs loaded on the eVA emall. Among other things it states the catalog support responsibilities of AMS to the supplier, which includes catalogs being loaded accurately and in a timely manner.   An Adobe downloadable TPA is located in the eVA Registration Guideline, catalog section

Note - *Trading Partner Agreement is only required if you have an electronic catalog.*

Electronic Catalog *(optional)*

An electronic catalog is what the buyer uses to choose a product or service in the emall, the buyer chooses what they need and puts it in shopping cart. The order is then sent electronically including email or FAX. It is a simple way to put your product in front of the buyers using the emall to help expedite the ordering process. A catalog also helps you with target marketing and to be found in the emall. Instructions for catalog creation are in Step 4 of the Supplier Toolkit (an electronic product and price sheet).

Note- *(Optional) an electronic catalog is used to show products in the eVA emall a TPA is needed.*

Information and Resources Section

Maintaining Your eVA Account

- Keep your accounts current with working email addresses
- Be sure to have correct FAX and phone numbers
- Update any commodity changes to the eVA account
- Review the eVA Registration Guidelines for any new requirements or changes

Prevent Electronic Order Failure

- DUNS numbers must match in eVA and Ariba
- Verify a valid and correct email address has been used
- Verify a correct FAX number has been entered
- A DUNS number must be entered at the eVA ordering address page
- Select electronic in the eVA ordering address page

Assistance Resources

- Registration assistance- 1-866-289-7367
- Obtain a DUNS number 1-888-814-1435
- Catalog creation help: 1-866-289-7367
- Trading Partner Agreement questions, call AMS: 703-267-8816
- Paper Registration for suppliers without computer access 804-786-3842
- eVA-customer-care@dgs.state.va.us
- Suppliers@buysense.com

The eVA Terms and Conditions

Each purchase order states the following:

This purchase order is subject to the Terms and Conditions of the Commonwealth of Virginia Vendors Manual and any revisions thereto, as published by the Department of General Services, Division of Purchases and Supply. Effective July, 1, 2003 purchase orders will be subject to an eVA transaction fee of 1% capped at $500, that will be invoiced to your company by American Management Systems. Price(s) include shipping FOB destination unless otherwise stated herein. The Vendors Manual and eVA information is available at www.eva.state.va.us.

NOTE: This public body does not discriminate against faith-based organizations.

*Approved By:_____ Phone Number_____Date_____

*Note- Vendor signature

Electronic Data Interchange (EDI)

The purpose of this section is to provide your company with information and facts about the Department of Accounts Financial Electronic Data Interchange (FEDI) program. This program allows for the electronic exchange of payment and remittance information between the Commonwealth and its Trading Partners.

- FEDI combines Electronic Funds Transfer (EFT) with EDI capabilities to electronically transmit payment and remittance data to your organization.
- EDI is a low cost alternative to the traditional paper check method of payment.
- EDI electronically transfers funds from the Commonwealth's bank account to your organization's designated bank account.

These electronic payments are processed through the Automated Clearing House (ACH) network. The EDI process allows our trading partners to have access to the funds on the due date. When considering all of the costs associated with check processing, ACH payments are actually less expensive to process for both the Commonwealth and your organization.

Benefits of Using the EDI Payment Method
- No deposit delays
- Prompt availability of funds
- Better cash management
- Opportunity to automate update of accounts receivable
- No lost or stolen checks
- Fully traceable payments
- More cost effective than handling checks

Link to EDI payment agreement and vendor electronic payment information form:
http://www.doa.state.va.us/procedures/GeneralAccounting/EDI/AgreementVendor.PDF

Link to the Financial Electronic Data Interchange Guide
http://www.doa.state.va.us/procedures/GeneralAccounting/EDI/tradingpartnerguide.pdf

FREQUENTLY ASKED REGISTRATION QUESTIONS

Why should I register with eVA?
eVA is the new e-procurement system that the Commonwealth buyers must use to purchase their goods and services. The buyer is required to only purchase from registered suppliers.

Do I have to re-register each year?
No, your registration is automatically renewed. You will receive a bill annually for the basic or premium service.

How do I know I have successfully registered with eVA?
You may use the confirmation email from the Commonwealth when you have completed the eVA registration or you can do a print screen from the registration page. The column that states VSS registered should contain "yes" to the right of your company name.

How do I cancel my eVA account?
Send an email requesting cancellation to eva-customer-care@dgs.state.va.us and include the TIN, vendor name *(legal company name)*, and person requesting the cancellation, phone number, email address and reason for request.

Are there any fields I cannot change in my eVA account?
Yes. FEIN, Company name, 1099 TIN and company type cannot be changed. Send an email requesting the change to eva-customer-care@dgs.state.va.us and include the TIN, vendor (*company name*), and person requesting the change, phone number and email address.

How will I be billed for the annual service fee and the 1% transaction fees?
The registration service level will be billed annually on the anniversary date that you registered. The 1% transaction fee capped at $500 will be billed monthly.

When do I start paying the 1% transaction fee?
Beginning July 1, 2002, the Governor has waived the 1% transaction fee for orders received on July 1, 2002 through June 30, 2003.

How do I register in Ariba?
The Division of Purchases and Supply creates the Ariba account after the eVA registration is completed.

Who needs to know about the eVA and Ariba accounts?
Your accounting, billing, customer service, ordering department, supervisor or any other representative that also conducts business with the agencies.

Can I receive orders by FAX?
Yes. Orders can be received by FAX, email, EDI, CXML or U.S. mail.

What is *push* Technology?
Push technology is the capability of the eVA system to send solicitation notifications electronically. Electronic transmission includes email or FAX.

Will all suppliers receive solicitations for bids by the push technology?
No. Only suppliers who select the premium service level.

I think I deleted an electronic order. How do I find it or replace it?
Your Ariba account contains an inbox where all electronic orders are captured. If you think you may have missed or deleted an order, it can be found there.

Why haven't I received any solicitations?
Go into your eVA account and make sure you have selected commodities. If you have, they should reflect what your company offers. The email address must be valid and the server you use must be operating at the time the solicitation is pushed. There is only one attempt made at email push.

Are Point of Sale (POS) purchases made by state agencies exempt from eVA?
Yes, POS purchases are exempt.

When will the reporting capabilities be available for the premium suppliers?
This reporting should be available in the first quarter of 2003.

How do I change my company name or TIN?
Email your request to eVA-Customer-Care@dgs.state.va.us. You will receive a confirmation when your request has been fulfilled.

Can I create and load a catalog anytime or do I have to do it when I first register?
The catalog, which is optional, may be created and posted at any time.

What is a contract catalog?
A contract catalog is a catalog that contains only the items and prices that are in a contract between the supplier and the procuring agency.

What is a non-contract catalog?
A non-contract catalog is a catalog that contains any of the products you would like to offer the Commonwealth. You do not have to have a contract to create a catalog.

TRAINING SCHEDULE

Registration Form

Select a Date and Time All Classes are 1.5 hour 9:00-10:30am		Division of Purchases and Supply 805 E. Broad Street, Richmond Third Floor Training Room	
December 10	January 21	February 18	March 17
December 17	January 28	February 25	March 24
January 7	February 4	March 3	March 31
January 14	February 11	March 10	April 7

Course: Complete a eVA and Ariba Registration

This 1 hour course for suppliers provides a hands on class to **complete the eVA and Ariba registration**. The attendee will also gain an understanding of where to go and maintain their eVA and Ariba accounts and the importance of keeping data current to prevent failed orders. *Note- See below for required information necessary to attend.*

 Click here for the online registration form:
http://dps.dgs.state.va.us/dps/eva/registration/supplier_registration_form.htm

 Email to ebusinessoutreach@dgs.state.va.us *or fax to (804) 225-3707 no later than THREE BUSINESS DAYS PRIOR TO CLASS. Directions are located at the following link:* http://dps.dgs.state.va.us/dps/images/DPSMap.jpg

Location of Training _DPS Training Room 3rd Floor____ _____

Time_9:00AM-11:00 AM_____

Number of Employees_____

Contact Person_____

Telephone Number_____Fax Number _____

Date_____ Email Address _____

Required Information to Participate

<u>Required Information to Participate</u>

To attend this *single* location registration class you must bring the following information:

Tax ID number

DUNS number (if you don't have one call Dun and Bradstreet 1-888-814-1435 and request a DUNS number to do business with the State)

Email address

FAX number

Contact name

Physical address

List of commodity codes (search your codes under commodity code look up at this link http://eVAregisHelp.dgs.state.va.us)

Which areas you will do business in

Certification number for minority vendors (if you don't have one apply online at http://www.DMBE.state.va.us